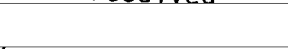


**Office of East Asian Analysis  
DIRECTORATE OF INTELLIGENCE**


13 July 1984

NOTE FOR: ADDI

Dick,

Attached for your signature  
is the final letter for the 23-24  
July conference. We received  
confirmation of   
attendance today.

STAT

  
Deputy Chief  
China Division

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Attachment:  
as stated.

**FORM NO. 241**  
**1 FEB 55**

(47)

Central Intelligence Agency



Washington, D.C. 20505

DDI-

04068/84

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I want to thank you for agreeing to participate in our seminar on the Directorate of Intelligence. We look forward to telling you about the many career opportunities here and hearing your thoughts on how we can be more effective in finding the bright young scholars we need.

The seminar will be held in our building in Langley, Virginia on Monday, 23 July and Tuesday, 24 July. An agenda and a list of the participants are enclosed. We plan to make detailed presentations on what we do in the Directorate of Intelligence, the type of people we look for, and the mechanics of our hiring process. We will also talk about our summer internship and co-op programs, and put you together with some new hires so you can ask them about their experiences.

We are very interested in your views on how we can be more effective when we visit your campus. A list of issues we would like you to think about is enclosed. We have set aside Monday afternoon for you and the other attendees to discuss among yourselves these and any other issues before passing your views on to us.

Please make your own travel and hotel arrangements. We will cover in full your coach class plane fare plus hotel and meal expenses not to exceed \$75 per day. We are authorized to pay you a consultant's fee of \$300 as well. Ground transportation from your home to the airport, from the airport to your hotel, from your hotel to our building and back will also be refunded. We ask that you obtain a receipt for all expenses exceeding \$15. There are a number of hotels in the Tyson's Corner area, including a Marriott, a Ramada Inn, Best Western, and a Holiday Inn, that are approximately 20 minutes from our building. The Rosslyn area opposite the District of Columbia also is

convenient, close to National Airport, and boasts several major hotels, including a Holiday Inn and a Sheraton. Rosslyn is approximately 30 minutes from our building.

Please instruct the taxi to take you to the Route 123 entrance to the compound. A guard at the gate will ask you to identify yourself and direct you to the front of the building. Go to the reception area off the lobby, identify yourself again, and inform the receptionist you are here for the DDI seminar on recruiting.

If you have any questions, please call us collect at [redacted] and ask for [redacted] Thank you again for agreeing to help us.

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[redacted]  
Richard J. Kerr  
Associate Deputy Director for Intelligence

Enclosures